

SECRET
Security Information

TO : Chiefs, Field Bureaus

11 February 1953

FROM : Chief, FBIS

SUBJECT: Letter of Instructions

GENERAL

1. The need for economy and careful consideration of dollar costs of FBIS activities, projects and operations cannot be over-emphasized. Bureau Chiefs must balance costs of operations against operational benefits in all phases of present and projected activities. An additional project can no longer be justified on the grounds that it seems "highly essential" or "of great value." Justification for a new project which involves expenditure of funds must be specific and measurable in terms of operational benefits and/or advantage to the intelligence consumer. It is highly probable that funds for fiscal year 1954 will be considerably lower than for the present one and all operations will be closely scrutinized by those officials in the U.S. Government charged with fiscal allocations. It is realized that present fiscal reporting systems do not provide adequate information for Bureau Chiefs as to the financial status of bureau operations. Improved procedures in this respect will undoubtedly be placed in effect. In the meantime, the efforts of all should be devoted to providing maximum service at minimum expense.

2. FBIS has submitted its cost estimate for resiting the Okinawa Bureau at Sobe to the Air Force for planning purposes.

3. Occupancy of the new housing on Okinawa scheduled for March has been unavoidable delayed. Estimates submitted by the contractors for site development and utility connections for the 16 houses are being reviewed and FBIS is consulting with the Department of State on the apportionment of costs of the common facilities. Additional funds must be obtained by project authorization.

4. Plans and specifications for the new West Coast Monitoring Station near Santa Rosa, California are 90% complete.

5. A representative left for Cyprus to investigate and arrange for long-term leasing of housing for Mediterranean Bureau personnel. If long-term leasing is practicable, immediate steps will be taken to lease as many units as can be found within the limits of foreseeable requirements.

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6. Based on information that the 25% foreign post differential may be reduced or eliminated, a strong protest to any such intended action has been filed.

ADMINISTRATION

1. Personnel who have loans outstanding with the Federal Credit Union should insure that payments are forwarded in sufficient time to meet the monthly date payable.

2. Requests for permissions, clearances and leave authorizations should be submitted sufficiently in advance so as to preclude the need for post factum approval.

EDITORIAL COMMENT

1. The editorial field manual is being revised to bring it up-to-date.

2. In corrections to items consisting of more than one take, please specify add number to which the correction pertains.

3. London Bureau: There is, again, a tendency on the part of the Roundup writers to editorialize and send overlong summaries. See "Letter of Instructions" for May 1952.

FIELD OPERATIONS

1. The publication "Program Schedules of Foreign Broadcasting Stations" has been revised and will be in distribution by 15 February.

2. Pakistan reception survey data is still under study preparatory to an evaluation of the survey results. This study will be completed by 1 March.

SPECIAL REPORTS

1. Okinawa Bureau has initiated a quantitative tabulation of Pyongyang propaganda similar to that which provides the basis for analysis of Peking material, and expects to prepare for the record and for future research needs an unpublished periodical on Pyongyang broadcasts corresponding to the "Trends and Highlights" publications.

2. All bureaus are now including the list of unintelligible shows on their daily Soviet commentary lists, as requested in the 8 September "Letter of Instructions." The cooperative response of bureaus to these requirements is appreciated.

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3. Two special studies of Communist propaganda prepared by the London Bureau are being published without substantial revision as supplements to the Survey of USSR Broadcasts.

4. FBIS has been complimented on the Supplement on Motivations for the Soviet Doctor-Plot. The material, studies, and observations contributed by the bureaus are largely responsible for the success of this paper.

5. The bureaus are reminded that non-Communist as well as Communist comment on policy statements by U.S. leaders is needed promptly in Washington for the purpose of presenting a well-rounded summary of foreign reaction in the reports for the White House. Responsibility for the preparation of Reports for the President is being transferred to the Editorial Branch.

6. Responsibility for the processing of CPW reports is being transferred to the Special Reports Branch.

7. An [] was prepared on the activities of the Viet Minh delegates to the Vienna Peace Congress as described in an item recently supplied by the Okinawa Bureau.

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8. The work of the London Bureau analysis section has been highly satisfactory, especially during the important Soviet developments of the past month. Timely observations and studies carried out on the spot have improved the product of the Special Reports Branch.

9. A comparative study of Mikhailov's Lenin Anniversary Address and inquiry into the motivations of the propaganda surrounding the Soviet Doctor-Plot were issued as supplements to the Survey of USSR Broadcasts.

10. The White House was supplied reviews of foreign radio comment on Prime Minister Churchill's visit, President Truman's State of the Union Message, President Eisenhower's Inaugural Address and Secretary Dulles' 27 January speech.

11. FBIS was complimented by the Deputy Director (Intelligence) for its analysis of propaganda for the Slansky trial.

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SECURITY INFORMATION

PERSONNEL CHANGES

1. New Employees

[Redacted]

Info Spec (Fgn Brdcast)
Info Spec (Fgn Brdcast)
Clerk Typist

Editorial Branch
Editorial Branch
Editorial Branch

50X1

2. Separations

[Redacted]

50X1

3. Reassignments

[Redacted]

From

To

Intell Officer
Special Reports

Publications Editor
Editorial Branch

50X1

Info Spec (Fgn Brdcast)
Mediterranean Bureau

Info Spec (Fgn Brdcast)
Editorial Branch

Info Spec (Fgn Brdcast)
Editorial Branch

Info Spec (Fgn Brdcast)
Mediterranean Bureau

Intell Officer
Special Reports Branch

Intell Assistant
Special Reports Branch

Teleg Typwr Opr
Editorial Branch

Teleg Typwr Opr
Okinawa Bureau

4. Other

[Redacted]

Intell Officer
Special Reports Branch

Maternity Leave

50X1

[Redacted]
ALAN M. WARFIELD

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50X1